



ASSOCIATION OF RECORDS MANAGERS AND ADMINISTRATORS, INC.

NATIONAL CAPITAL CHAPTER - POST OFFICE BOX 89 - WASHINGTON, D.C. 20044

Handwritten: Fed. & Recds. + Info. Management  
Awards

Your agency head was sent a copy of the enclosed letter and Nomination Guidelines. The Guidelines listed you as the agency records officer. Top level support for this deserving awards presentation is highly desirable. Please do what you can to publicize this event and assist with the distribution of posters and the sale of tickets, which will be sent to you as soon as the basic program is finalized.

Many agencies lend solid support even though they do not have a nominee that particular year. Sharing in the success of others and becoming acquainted with their noteworthy accomplishments has often been the means of motivating others to duplicate or exceed such efforts.

A separate letter will accompany the tickets and flyers. Meanwhile we sincerely appreciate your continued support and cooperation. Perhaps you will be nominated for one of this year's awards. If so, we wish you may receive the recognition you so richly deserve!

Cordially,

Henry R. Schauer, President  
National Capital Chapter

Encl.



ASSOCIATION OF RECORDS MANAGERS AND ADMINISTRATORS, INC.

NATIONAL CAPITAL CHAPTER - POST OFFICE BOX 89 - WASHINGTON, D.C. 20044

May 8, 1980



STATINT

[REDACTED]  
Deputy Director for Administration  
Central Intelligence Agency  
Washington, DC 20505

STATINTLDear [REDACTED]:

You are invited to nominate your candidate(s) for this year's Federal Records and Information Management Awards. This event, now in its sixteenth year, is eagerly anticipated by thousands of dedicated managers and staff members who are succeeding in improving systems and trimming costs involved in handling Federal records and information.

This highly valued recognition of excellence and superior performance enjoys the active support and endorsement of the President of the United States. Last year President Carter emphasized that "we need as never before the full cooperation of all our citizens and their best combined efforts to meet the challenges ahead.... May your example inspire others to go the 'second mile' as you have done."

These awards are jointly sponsored by the National Archives and Records Service of GSA and this Association (ARMA). During the past fifteen years the combined efforts of those honored have resulted in numerous noteworthy improvements combined with first-year savings approaching 1-1/2 billion dollars. We feel that this program helps in encouraging many more toward greater achievement because of the incentives and recognition it fosters.

We encourage your active participation in this continuing effort. Details concerning these awards are enclosed. A supply of posters to publicize this event will be sent under separate cover to the person or office you may designate or to your agency records officer if no designation is forthcoming.

Your timely and positive response is genuinely appreciated!

Sincerely,

HENRY R. SCHAUER

President, National Capital Chapter, ARMA

Encl.

NOMINATION GUIDELINES

FEDERAL RECORDS AND INFORMATION MANAGEMENT AWARDS

Jointly sponsored by  
NATIONAL ARCHIVES AND RECORDS SERVICE (GSA)  
and  
ASSOCIATION OF RECORDS MANAGERS AND ADMINISTRATORS (ARMA)

These awards are designed to honor those whose efforts contribute significantly to improved efficiencies and reduced costs in Federal records and information management activities. Records and vital information systems and activities account for multi-billion dollar expenditures annually. Costs continue to spiral as expanding needs are met. Yet a significant number of employees are applying ingenuity and imagination to achieve better results with significant savings and improved service to the public. These deserve to be recognized and honored.

Each recipient of the "Award of Excellence" will receive a distinctive plaque in addition to a complimentary luncheon ticket for self, guest, and an agency representative. The "Award of Special Merit" will be similarly honored. Other nominees will also be recognized and listed in the program booklet and be furnished one free luncheon ticket.

BASIS FOR SELECTION

Records and information management, as related to these awards, includes the wide spectrum of information, documentation, and activities involved in the creation, flow, use, preservation, and disposition of all types of information and records, as specified in the Federal Records Act of 1950 and subsequent amendments. The management of information and records includes various methods and media for information control, storage, and retrieval, including micrographics, word processing, and related technologies.

A special panel of judges appointed by ARMA will review all nominations and select those considered eligible to receive the "Award of Excellence" or the "Award of Special Merit." Criteria considered by the judges includes, but is not limited to:

1. Relevance of the activity described to records and information management systems.
2. Significance or impact of the accomplishment within the agency or upon the service being rendered to the public.
3. Benefits realized in terms of improved service, simplified procedures, and quantifiable savings. (Non-quantifiable and intangible benefits are also given careful consideration.)
4. Evidence of ingenuity, innovation, and creativity.

- Approved For Release 2001/02/06 : CIA-RDP84-00913R000100210004-4
5. Initial demonstration beyond the will of a person in the position being occupied.
  6. Scope of the units directly benefitted by the achievement as well as the potential suitability for application or modification by others.

#### NOMINATION PROCEDURE

All agencies, regardless of size, are encouraged to submit their nominations of those whose performance justifies receiving such special recognition. Group nominations will also be considered. Recipients of the respective awards will be announced at the awards luncheon on Tuesday, October 14, 1980. These will be feted at the new Rosslyn Westpark Hotel (formerly the Ramada Inn, Rosslyn), 1900 North Fort Myer Drive, Arlington (Rosslyn), Virginia. It is located just one block from the Rosslyn Metro station.

Please submit before the deadline date a SINGLE, ORIGINAL COPY of your nominations, signed by the agency head or his designee. (Additional copies for use by the judges will be prepared by NARS.) The nomination documentation should be brief, pertinent, explicit, and limited as follows:

1. A completed and signed summary sheet (copy enclosed) showing the scope of the accomplishment and specific benefits--quantifiable and non-quantifiable--relating to the nomination.
2. A brief biographical sketch of the nominee (or group). Limit this to one page or less. Indicate nominee's position, training, professional background, and experience. Include nominee's business address and telephone number.
3. A single covering page (limited to 3 or 4 paragraphs) providing a concise digest of the accomplishment. This will serve as the basis for the description of the accomplishment in the official program.
4. An explanation, limited to no more than 3 pages, shall be submitted to clarify details concerning the achievement. The period covered by the improvement involved need not be limited to the current year. However, the basis for the nomination should reflect current work rather than overall duties performed over a period of several years.

Your Agency Records Officer is \_\_\_\_\_. Please feel free to invite suggestions and assistance from this source. Refer other questions to the Awards Coordinator, Fred W. Babbel, (202) 376-8923.

#### DEADLINE

Nominations MUST be received on or before September 20, 1980 to be considered. Please mail them as early as possible before this deadline so all necessary details of implementation may be handled in a timely fashion. Your cooperation is appreciated! Mail your nominations to:

ARMA FEDERAL AWARDS COMMITTEE  
P. O. Box 89  
Washington, D. C. 20044

Nominee's Name \_\_\_\_\_ Date \_\_\_\_\_

Agency and Unit \_\_\_\_\_

Position or Title \_\_\_\_\_

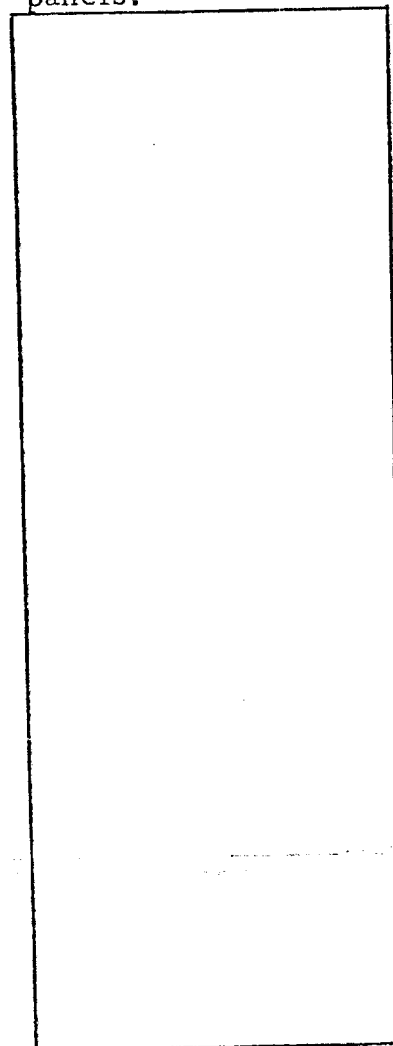
Office Address \_\_\_\_\_  
\_\_\_\_\_

Nominee's Office Telephone Number \_\_\_\_\_

RELEVANCE AND SIGNIFICANCE

Digest of Contribution to Records and Information  
Management or Systems Efficiency

This space for use of  
screening and judging  
panels.



BENEFITS

Quantifiable (manpower; materials, space, funds, etc.)

Non-quantifiable (service, morale, simplicity, time.)

Nomination Approved \_\_\_\_\_  
(Signature)

Name \_\_\_\_\_

Position Title \_\_\_\_\_

Agency \_\_\_\_\_